



**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The Internet address for GSA Advantage! is:
<http://www.gsadvantage.gov>.

**WORLDWIDE FEDERAL SUPPLY SCHEDULE CONTRACT FOR
MISSION ORIENTED BUSINESS INTEGRATED SERVICES
(MOBIS)**

GENERAL SERVICES ADMINISTRATION

Schedule Title: Mission Oriented Business Integrated Services (MOBIS)

Schedule For: Acuity Consulting, Inc.

Federal Supply Group: 874
Service and Product Codes: R499

Contract Number: GS-10F-0487P

Contract Period: 08/13/2004 – 08/12/2019

Contractor: Acuity Consulting, Inc.
6910 Richmond Highway, STE 500
Alexandria, VA 22306

Business Size: Small Business

Telephone: (703) 739-1091

FAX Number: (703) 739-1094

Website: www.acuityconsultinginc.com

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Contract Administrator:

NAME	Sandra Smith
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ADDRESS	6910 Richmond Highway STE 500, Alexandria, VA
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CUSTOMER INFORMATION:**1a. Table of Awarded Special Item Numbers (SINs): Pricing included below.**

SIN	Description
874-1/874-1RC	Integrated Consulting Services
874-4/874-4RC	Training services: Instructor Led training, Web Based Training and Education Course Development and Test Administration, Learning Management, Internships
874-6/874-6RC	Acquisition Management Support
874-7/874-7RC	Integrated Business Program Support Services

1b. Identification of the lowest priced model number and lowest unit price for each special item number awarded under contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. Not Applicable

1c. Labor Category Descriptions: If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. Not Applicable

1d. The Service Contract Act (SCA) is applicable to this contract as it applies to the entire MOBIS Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories/employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable wage determination number. Failure to do so may result in cancellation of the contract.

2. Maximum order: There is no maximum task order for this contract. When task orders exceed \$1,000,000, agencies should seek additional discounts from the contractor.

3. Minimum order: \$100.00

4. Geographic coverage (delivery area): CONUS.

5. Point(s) of Production: is Alexandria, Fairfax County, VA.

6. Discount from list prices or statement of net price: Prices shown are NET Prices; Basic Discounts have been deducted.

7. Quantity Discounts: None

8. Prompt Payment Discounts: 1% Net 10 Days; Net 30 Days

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold:

Acuity Consulting, Inc. will accept the Government purchase card for payments equal to or less than the micro-purchase threshold of \$2,500 for task orders.

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Government purchase cards will be acceptable for payment above the micro-purchase threshold.

10. Foreign items (list items by country of origin): None

- 11a. **Time of delivery:** Shall be specified in Schedule by ordering agency.
- 11b. **Expedited Delivery:** Not Applicable.
- 11c. **Overnight and 2-day delivery:** Not Applicable.
- 11d. **Urgent Requirements:** When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confined by the Contractor in writing.) If the Contractor offers an accelerated delivery time **acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated** delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.
12. **F.O.B. point(s):** Destination
- 13a. **Ordering address:** Acuity Consulting, Inc., 6910 Richmond Highway Suite 500, Alexandria, VA 22306-1800
- 13b. **Ordering Procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules/ordering).
14. **Payment address:** Acuity Consulting, Inc., 6910 Richmond Highway Suite 500, Alexandria, VA 22306-1800
15. **Warranty provision:** Not Applicable
16. **Export packing charges, if applicable:** Not Applicable
17. **Terms and conditions of Government purchase card acceptance:** Government Commercial Credit Cards will be acceptable for payments. In addition, bank account information for wire transfer payments will be shown on the invoices.
18. **Terms and conditions of rental, maintenance, and repair (if applicable):** Not Applicable
19. **Terms and conditions of installation (if applicable):** Not Applicable
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** Not Applicable
- 20a. **Terms and conditions for any other services (if applicable):** Not Applicable
21. **List of service and distribution points (if applicable):** Not Applicable
22. **List of participating dealers (if applicable):** Not Applicable
23. **Preventive maintenance (if applicable):** Not Applicable
- 24a. **Special attributes such as environmental attributes:** Not Applicable
- 24b. **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/:** www.acuity.com

GSA Contract No.: GS-10F-0487F

25. **Data Universal Number System (DUNS) number:** 105458975

26. **Notification regarding registration in Central Contractor Registration (CCR) database:** Current. Cage Code: 1XU42

GSA Awarded Labor Categories and Rates

LABOR CATEGORIES	GSA RATE 8/13/14 - 8/12/15	GSA RATE 8/13/15 - 8/12/16	GSA RATE 8/13/16 - 8/12/17	GSA RATE 8/13/17 - 8/12/18	GSA RATE 8/13/18 - 8/12/19
Partner	217.34	221.25	225.23	229.29	233.42
Sr. Program Manager	155.03	157.82	160.66	163.55	166.50
Program Manager	136.21	138.66	141.16	143.70	146.29
Sr. Management Consultant	136.21	138.66	141.16	143.70	146.29
Management Consultant	130.42	132.77	135.16	137.59	140.07
Sr. Management Analyst	123.16	125.38	127.63	129.93	132.27
Management Analyst	115.91	118.00	120.12	122.28	124.48
Analyst	72.44	73.74	75.07	76.42	77.80
Administrative Support	57.95	58.99	60.05	61.14	62.24
Senior Subject Matter Expert	299.18	304.57	310.05	315.63	321.31
Subject Matter Expert II	271.98	276.88	281.86	286.93	292.10
Subject Matter Expert I	247.25	251.70	256.23	260.84	265.54
Senior Principal Management Consultant	244.78	249.19	253.67	258.24	262.89
Principal Management Consultant III	208.13	211.88	215.69	219.57	223.52
Principal Management Consultant II	177.98	181.18	184.44	187.76	191.14
Principal Management Consultant I	149.73	152.43	155.17	157.96	160.81
Project Manager	124.89	127.14	129.43	131.76	134.13
Technical Writer	82.34	83.82	85.33	86.87	88.43
Senior Principal Program Manager	224.78	228.83	232.94	237.14	241.41
Principal Program Manager III	197.6	201.16	204.78	208.46	212.22
Principal Program Manager I	177.92	181.12	184.38	187.70	191.08
Senior Functional Specialist	179.64	182.87	186.17	189.52	192.93
Functional Specialist I	131.8	134.17	136.59	139.05	141.55
Senior Functional Analyst	127.51	129.81	132.14	134.52	136.94
Functional Analyst I	105.44	107.34	109.27	111.24	113.24
Acquisition Specialist II	179.64	182.87	186.17	189.52	192.93
Senior Acquisition Analyst	146.68	149.32	152.01	154.74	157.53
Acquisition Analyst II	132.61	135.00	137.43	139.90	142.42
Acquisition Analyst I	122.59	124.80	127.04	129.33	131.66

Labor Category Descriptions

Partner

Minimum Experience: 20 Years

Functional Responsibilities: Shareholder/Partner - Ultimately responsibility for all client deliverables and authorized to sign the firm's name to reports. Responsible for managing the client and acts as the main liaison with senior client personnel. Essential functions include overseeing the planning, supervising, and completion of engagements, approving the timing and assigning of staff to engagements, and reviewing and approving deliverables to ensure all applicable AICPA, Government Audit Standards, Federal Financial Accounting Standards, and other applicable standards are met.

Minimum Education: Master's Degree

Senior Program Manager

Minimum Experience: 10 Years

Functional Responsibilities: Under broad direction, leads multiple client programs/projects and plays a major role in developing recommendations. Proficiently applies consulting methodologies to collect and analyze data. Leads the development of programs and the implementation of solutions to meet client's business needs. Applies extensive knowledge of client's industry to meet the objectives of the engagement. Coordinates planning the engagement, establishing the engagement requirements, managing the costs of the engagement, and delivering the results to the client. Develops and assists in making client presentations.

Minimum Education: Master's Degree

Program Manager

Minimum Experience: 5 Years

Functional Responsibilities: Under broad direction, leads client programs/projects and plays a major role in developing recommendations. Proficiently applies consulting methodologies to collect and analyze data. Leads the development of programs and the implementation of solutions to meet the client's business needs. Applies extensive knowledge of client's industry to meet the objectives of the engagement. Coordinates planning the engagement, establishing the engagement requirements, managing the costs of the engagement, and delivering the results to the client. Develops and assists in making client presentations.

Minimum Education: Bachelor's Degree

Senior Management Consultant

Minimum Experience: 10 Years

Functional Responsibilities: Demonstrates expertise in functional, technical and/or industry-specific areas. Demonstrates thought leadership and fluent issue analyses in the consulting field. Assesses scope of issues and leads development and execution of strategic client programs. Serves as functional or industry specialist within the areas of strategic planning, process analysis, benchmarking, and organizational and operational issues.

Minimum Education: Master's Degree

Management Consultant

Minimum Experience: 7 Years

Functional Responsibilities: Demonstrates expertise in a functional, technical, and/or industry specific areas. Demonstrates thought leadership and issue analysis in the consulting field. Assesses scope of issues and lead development and execution of strategic client programs. Serves as functional or industry specialist within the areas of strategic planning, process analysis, activity based costing, benchmarking, and organizational and operational issues.

Minimum Education: Bachelor's Degree

Senior Management Analyst

Minimum Experience: 6 Years

Functional Responsibilities: Provides research and analysis support. Researches and analyzes data related to a project topic. Applies knowledge to determine the accuracy and reasonableness of the data. Documents and summarizes the results to be used in developing client recommendations. Assists in developing processes and implementing solutions to meet the client's business needs. Translates Management Consultant knowledge of client's business processes and industry to inform and support members of the project team.

Minimum Education: Bachelor's Degree

Management Analyst

Minimum Experience: 5 Years

Functional Responsibilities: Provides research and analysis support. Researches and analyzes data related to a project topic. Applies knowledge to determine the accuracy and reasonableness of the data. Documents and summarizes the results to be used in developing client recommendations. Assists in developing processes and implementing solutions to meet the client's business needs.

Translates Management Consultant and Senior Analyst knowledge of client's business processes and industry to inform and support members of the project team.

Minimum Education: Bachelor's Degree

Analyst

Minimum Experience: 2 Years

Functional Responsibilities: Provides research and analysis support. Researches and analyzes data related to a project topic. Applies knowledge to determine the accuracy and reasonableness of the data. Documents and summarizes the results to be used in developing client recommendations. Assists in developing processes and implementing solutions to meet the client's business needs. Translates Management Consultant and Management Analyst knowledge of client's business processes and industry to inform and support members of the project team.

Minimum Education: Associate's Degree

. Administrative Support

Minimum Experience: 2 Years

Functional Responsibilities: Provides a variety of program for project personnel.

Minimum Education: Associate's Degree

Senior Subject Matter Expert

Minimum Experience: 20 Years

Functional Responsibilities: The Senior Subject Matter Expert has a working knowledge of quality management/improvement processes as they apply to systems, projects and/or programs. They consult with the client to define needs or problems, conduct research, perform studies and surveys to obtain data, and analyze problems to advise and make recommendations on business and technical solutions based on hands-on experience solving similar business problems. They are able to utilize knowledge of theory, principles, or technology of specific discipline or field of specialization.

Minimum Education: Master's Degree

Subject Matter Expert II

Minimum Experience: 15 Years

Functional Responsibilities: A subject matter expert II understands, articulates, and implements best practices related to their area of expertise. They work directly in supervision of lower level SME's to maintain quality across all project deliverables. Depending on the work environment, the subject matter expert may lead or be an active participant of a work-group with the need for specialized knowledge. The subject matter expert provides guidance on how their area of capability can resolve an organizational need, and actively participates in all phases of the software development life cycle.

Minimum Education: Bachelor's Degree

Subject Matter Expert I

Minimum Experience: 10 Years

Functional Responsibilities: A subject matter expert I understands, articulates, and implements best practices related to their area of expertise. Depending on the work environment, the subject matter expert may lead or be an active participant of a work-group with the need for specialized knowledge. The subject matter expert I revises documents based on advice on how their area of capability can resolve an organizational need, and actively participate in all phases of the software development life cycle.

Minimum Education: Bachelor's Degree

Senior Principal Management Consultant

Minimum Experience: 20 Years

Functional Responsibilities: The principal consultant works with clients on an assigned project to identify solutions to business problems and streamlines processes. These duties include: manage and mentor team of consultants assigned to project; execute and complete assigned projects within the time, scope, and budget negotiated with the client; evaluate existing systems and procedures making recommendations for improvement; design prototypes and proof of concepts that best fit the client's needs; ensure client's satisfaction until the project is complete.

Minimum Education: Master's Degree

Principal Management Consultant III

Minimum Experience: 18 Years

Functional Responsibilities: Senior expert that possesses demonstrated knowledge, extensive experience in the development of solutions, recommendations, or outcomes across multiple complex tasks in multiple organizations. Defines project objectives and strategic direction. Is responsible for providing leadership and vision to client and project teams and serves as a key facilitator between multiple teams to achieve objectives of complex efforts. Directs the activities of more junior Management Consultants or other staff as necessary.

Minimum Education: Bachelor's Degree

Principal Management Consultant II

Minimum Experience: 15 Years

Functional Responsibilities: Possess demonstrated knowledge, experience, and ability in the development of solutions, recommendations, or outcomes across multiple complex tasks and/or organizations. Evaluates option in the context of project objectives and contributes to the implementation of strategic direction. Supports project objectives through activities such as conducting interviews, gathering data, and developing recommendations in support of project objectives. Directs the activities of Management Consultants or other staff as necessary.

Minimum Education: Bachelor's Degree

Principal Management Consultant I

Minimum Experience: 10 Years

Functional Responsibilities: Possesses knowledge, some experience, and capabilities in the development of solutions, recommendations, or outcomes across multiple tasks and/or organizations. Supports the development of solutions to address organization's challenges. Supports project objectives and helps assess the impact of industry trends, policy, or standard methodologies. Conducts activities in support of project team's objectives. Works closely with senior Management Consultants or Task Leads.

Minimum Education: Bachelor's Degree

Project Manager

Minimum Experience: 4 Years

Functional Responsibilities: Performs day-to-day management of contract support operations, possibly involving multiple tasks and groups of personnel at multiple locations, on a single project. Demonstrates skills in the scope of work encompassed by the task order; provides technical guidance to the project team in performance of the work, and reviews the quality of all work products. Organizes, directs, and coordinates the planning and production of all contract support activities. Responsible for staffing, project planning, project financials, and staff direction and oversight. The Project Manager maintains and manages the client interface at the COTR levels of the client organization. Assists the Program Manager as required in managing contract performance.

Minimum Education: Bachelor's Degree

Technical Writer

Minimum Experience: 1 Year

Functional Responsibilities: Assists in collecting and organizing information for preparation of user manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user manuals, special reports, and any other customer deliverables and documents. Assists in performing financial and administrative functions. Must demonstrate the ability to work independently or under only general direction.

Minimum Education: Associates Degree

Senior Principal Program Manager

Minimum Experience: 20 Years

Functional Responsibilities: Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Must be capable of negotiating and making binding decisions for the company.

Minimum Education: Master's Degree

Principal Program Manager III

Minimum Experience: 18 Years

Functional Responsibilities: Performs day-to-day management of overall contract support operations, involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities.

Minimum Education: Bachelor's Degree

Principal Program Manager I

Minimum Experience: 10 Years

Functional Responsibilities: Assists more senior Program Managers in effectively communicating project expectations to team members and stakeholders in a timely and clear fashion. Liaise with project stakeholders on an ongoing basis. Estimate the resources and participants needed to achieve project goals. Draft and submit budget proposals, and recommend subsequent budget changes where necessary. Where required, negotiate with other department managers for the acquisition of required personnel from within the company. Determine and assess need for additional staff and/or consultants and make the appropriate recruitments if necessary during project cycle. Set and continually manage project expectations with team members and other stakeholders.

Minimum Education: Bachelor's Degree

Senior Functional Specialist

Minimum Experience: 15 Years

Functional Responsibilities: Senior expert with extensive knowledge in designated field or discipline. Provides insight and advice concerning task or project strategic direction and outcomes. May contribute to the evaluation, analysis, and development of recommended solutions. Resolves complex problems, which require an in-depth knowledge of subject matter related to the designated field or discipline. Applies principles and methods of the subject matter to specialized solutions. Generally possess demonstrated ability and experience in management consulting and cross-team facilitation at the senior management level. Other areas of expertise may include, but is not limited to, business process reengineering, statistical process control, individual and organizational assessment and evaluation, process modeling and simulation, strategic and business planning, change management, organizational development, and the development of leadership/management skills. Directs the activities of Specialists 1 and Specialists, or other staff as necessary on activated related to the specified field or discipline.

Minimum Education: Bachelor's Degree

Functional Specialist I

Minimum Experience: 8 Years

Functional Responsibilities: Possesses knowledge in designated field or discipline. Supports assessments of organization's challenges using specialized skills and knowledge. Contributes to the execution of project or task plan and helps assess the impact of industry trends, policy or standard methodologies. Conducts activities in support of the project team's objectives. Works closely with senior Specialists or Task Leads.

Minimum Education: Bachelor's Degree

Senior Functional Analyst

Minimum Experience: 6 Years

Functional Responsibilities: Senior expert with extensive knowledge and experience developing and applying analytic methodologies and principles, and is recognized as a leader within MOBIS functions. Leads the application of analytic techniques and helps define project objectives and strategic direction. Is responsible for providing leadership and vision to client and project teams around the methodology. Resolves complex problems, which require an in-depth knowledge of analytic methodologies and principles. Directs the activities of more junior Analysts or other staff as necessary on activities related to the application of analytical techniques and methodologies. Demonstrated managerial and supervisory skills.

Minimum Education: Bachelor's Degree

Functional Analyst I

Minimum Experience: 2 Years

Functional Responsibilities: Possess knowledge of applying analytic methodologies and principles to address client's needs. Supports analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team's objectives. Works closely with senior Analysts or Team Leads.

Minimum Education: Bachelor's Degree

Acquisition Specialist II

Minimum Experience: 10 Years

Functional Responsibilities: Provide direction to agency directors and senior staff members on contract administration which may include acquisition planning, RFP/IFB preparation, market research/analysis, selection and administration of terms & conditions, cost and price analysis, negotiations, preparation of contract modifications, evaluation of performance, contract termination, and contract closeout. Individuals as required will have experience with Cost Reimbursable, Time and Materials, Commercial and or GSA Federal Supply Schedule contracting. Individuals will also possess working knowledge of the FAR and DFAR and agency supplements as required.

Minimum Education: Bachelor's Degree

Senior Acquisition Analyst

Minimum Experience: 6 Years

Functional Responsibilities: Oversees acquisition documentation and acquisition planning to Subject Matter Experts (COTR and program offices) to develop requirements and evaluation criteria for acquisitions. Write Memorandum of Needs and Acquisition Plans, review Acquisition packages to the Acquisition Office, review existing contracts to determine compliance with applicable laws, regulations and policies, provide clarification documents to acquisition office and train staff on current procurement laws, regulations and policies. May perform or evaluate market research and trends, conditions and technological advances as they apply to the program. Assists with the development of source selection evaluation criteria. Coordinates and works with the technical experts and the contracting office to ensure project milestones are reflected in the contractual documents and project plan. Develops a variety of independent Government Cost Estimates. Responsible for assisting with the planning, preparing, and maintaining of the current acquisition plans and overall program office acquisition administration functions to include program control and tracking.

Minimum Education: Bachelor's Degree

Acquisition Analyst II

Minimum Experience: 4 Years

Functional Responsibilities: Works closely with senior analysts in acquisition documentation and acquisition planning to Subject Matter Experts (COTR and program offices) to develop requirements and evaluation criteria for acquisitions. Write Memorandum of Needs and Acquisition Plans, review Acquisition packages to the Acquisition Office, review existing contracts to determine compliance with applicable laws, regulations and policies, provide clarification documents to acquisition office and train staff on current procurement laws, regulations and policies. May perform or evaluate market research and trends, conditions and technological advances as they apply to the program with review and supervision of lead analyst. May assist with the development of source selection evaluation criteria. Coordinates and works with the technical experts and the contracting office to ensure project milestones are reflected in the contractual documents and project plan. May assist in the development of independent Government Cost Estimates. May also be responsible for assisting with the planning, preparing, and maintaining of the current acquisition plans and overall program office acquisition administration functions to include program control and tracking.

Minimum Education: Bachelor's Degree

Acquisition Analyst I

Minimum Experience: 2 Years

Functional Responsibilities: Assists in a lesser degree with many acquisitions planning task deliverables. Write Memorandum of Needs and Acquisition Plans, review Acquisition packages to the Acquisition Office, review existing contracts to determine compliance with applicable laws, regulations and policies, provide clarification documents to acquisition office and train staff on current procurement laws, regulations and policies. May perform or evaluate market research and trends, conditions and technological advances as they apply to the program with review and supervision of lead analyst. May assist with the development of source selection evaluation criteria. Coordinates and works with the technical experts and the contracting office to ensure project milestones are reflected in the contractual documents and project plan.

Minimum Education: Bachelor's Degree

***TABLE 1 – CRITERIA FOR EDUCATION/EXPERIENCE SUBSTITUTIONS**

Additional education over the minimum required in any labor category may be substituted for required experience as follows:

Required Education	Actual Education	Credit for Additional Experience (Yrs)
HS Diploma	Associate's Degree	2
HS Diploma	Bachelor's Degree	4
Bachelor's Degree	Advanced Degree	2
Bachelor's Degree	Ph.D.	6
Advanced Degree	Ph.D.	4

Additional experience over the minimum required in any labor category may be substituted for required education as follows:

Actual Education	Required Education	Additional Experience Above Minimum Required (Yrs)
HS Diploma	Bachelor's Degree	10
HS Diploma	Advanced Degree	15
Associate's Degree	Bachelor's Degree	5
Associate's Degree	Advanced Degree	10
Bachelor's Degree	Advanced Degree	3
Bachelor's Degree	Ph.D.	7
Advanced Degree	Ph.D.	5